

# Office Memorandum • UNITED STATES GOVERNMENT

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TO *JWZ* MEMORANDUM FOR THE FILES

DATE: 19 April 1954

FROM : TAS Member

SUBJECT: Logistics Office Instruction No. LI 20-650-1, Salary Checks and Time and Attendance Reports

1. The subject instruction was discussed with Mr. [ ] Payroll Branch, Fiscal Division and the procedure followed by that Division in preparing checks for distribution will be altered to conform therewith.

25X1 2. TAS pointed out to Mr. [ ] Logistics Office, that paragraph 4.  
25X1 b. (4) of the instruction is at variance with a proposed amendment to R [ ] to be authenticated in the near future, which will require  
25X1 that all undelivered checks be returned to the Payroll Branch, with explanation as to why they were not delivered, along with the check issue sheets. Mr. [ ] stated that the Logistics Office instruction would be changed when the amendment to R [ ] is published.



IOB NO. 79-00065A DOC NO. 2 FLD NO. 9 DOC. NO. 1 NO CHANGE  
IN CLASS/DECLASSIFIED CHANGED TO: TS S C RET. JUST. 22  
NEXT REV DATE 09/01/79 REVIEWER [ ] TYPE DOC. 02  
NO. PGS 6 CREATION DATE 04/12/79 ORG COMP 09 OPL 38 ORG CLASS S  
REV CLASS C REV COORD. [ ] AUTH: HR 70-3

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MAR 26 1954

Comptroller

ATT : Fiscal Division, Payroll Branch  
Chief of Logistics

**Certification of Time and Attendance Reports, and Receipt and Distribution of Salary Checks**

1. After completing a review of the existing Logistics Office procedure and after discussions with members of your Staff, it has been decided to decentralize functions pertaining to the accomplishment of subject. The proposed procedure to be established in the Logistics Office is contained in LI 20-650-1, attached hereto as reference "A". This Instruction requires the Chiefs of two Staffs and each Division Chief to designate personnel within their jurisdiction to be responsible for certification of Time and Attendance Reports, and receipt and distribution of salary checks.

2. In order to provide for continuity in changing over from the previous to the proposed system, there is attached as reference "B" a list of employees authorized to perform subject functions. Also attached are specimen signature cards for the names of authorized personnel which are not on file in the Payroll Branch. Additions and/or deletions to this list will be submitted by the Staff or Division Chief concerned.

3. In order to facilitate the pick-up and distribution process, it is requested that separate packaging of checks and check issue sheets be provided as follows: (4-6801-20, 4-6802-20, 4-6803-20, 4-6805-20); (4-6812-20, 4-6612-20, 4-6615-20); (4-6813-20); (4-6614-20); and (4-6607-20).

131  
JAMES A. GARRISON

LO/AS/JDD:mel (24 March 1954)

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INSTRUCTION NO.  
LI 20-650-1

LI 20-650-1  
PERSONNEL  
26 March 1954

SUBJECT: Salary Checks and Time and Attendance Reports

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1. GENERAL

This Instruction implements Agency Regulation  and provides for decentralization of functions pertaining to pickup and distribution of salary checks and certification and submission of Time and Attendance Reports.

2. RESPONSIBILITIES

The Chief, Coordination and Requirements Staff; the Chief, Administrative Staff (for the Office of the Chief); and each Division Chief shall designate personnel within their jurisdiction who will be responsible for:

- a. Receiving and distributing salary checks and signing check issue sheets.
- b. Certifying the correctness of and submitting Time and Attendance Reports.
- c. Communicating with the Payroll Branch, Fiscal Division, on matters pertaining to a. and b. above.

3. DESIGNEES

Designees appointed to accomplish 2b may be Branch or Section Chiefs, or an Administrative person, or persons, in the Staff, Division, or Branch. Designees shall be sufficient in number to adequately cover the organization (one per 25 or 30 personnel is recommended) and they should be in a position to attest to the correctness of Time and Attendance Reports for the personnel concerned. The Administrative personnel designated to accomplish 2b may also be designated to provide for 2a and 2c. When it is desired that designees for certification of T&A Reports be restricted to a few personnel within the Office of the Chief, necessary controls must be established to provide for accurate completion of

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3. DESIGNEES (Cont'd)

Time and Attendance Reports. This may be accomplished by requiring Branch or Section Chiefs to initial T&A's prior to forwarding them to the authorized designee for certification. Names of designees, together with their completed signature cards, will be submitted to the Payroll Branch, Fiscal Division, Comptroller's Office. (A list of existing designees is being furnished the Comptroller under separate cover).

4. PROCEDURE

- 25X1
- a. Time and Attendance Reports will be accomplished by authorized designees in accordance with Agency Regulatory issuances, presently contained in the  series.
  - b. Authorized designees in providing for the receipt and distribution of salary checks and Time and Attendance Reports, will:
    - (1) Make necessary arrangements for the pickup of checks and check issue sheets from the Payroll Branch, Fiscal Division, Comptroller's Office (authorized courier to provide this service for components in Quarters Eye).
    - (2) Check for accuracy each check received against check issue sheet.
    - (3) Distribute checks.
    - (4) Return to Payroll Branch, Fiscal Division, Comptroller's Office prior to 1500 hours on the first workday following payday, completed check issue sheets, and Time and Attendance Reports.

FOR THE CHIEF OF LOGISTICS:

Chief, Administrative Staff

LO/AS/JDD:mel

Approved For Release 2002/07/12 : CIA-RDP79-0065A000200090001-9

ATTACH.  
"B"

Approved For Release 2002/07/12 : CIA-RDP79-0065A000200090001-9

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